

Memorandum



Date: October 17, 2011

To: Jack Osterholt, Interim Director
Department of Small Business Development

From: Milton L. Collins, Associate Director
MDAD Minority Affairs Division

A handwritten signature in black ink, appearing to be "MLC", written over the printed name of Milton L. Collins.

Subject: ITB-MDAD-02-11
Acquisition of Lost & Found Items at Miami International Airport

HAND DELIVERED

RECOMMENDATION:

This is for the Review Committee (RC) to be advised that the attached Invitation to Bid is being prepared as a **"No Measure"** in order for the Department to proceed with the advertisement for an Invitation To Bid for Acquisition of Lost and Found Items at Miami International Airport. The Miami Dade Aviation Department has established that the Bidder must be a non-profit organization under the Minimum Qualifications requirements for this solicitation.

The Minimum Qualification requirements are as follows: Must be a nonprofit organization (NPO, also known as a not-for-profit organization). Bidders must provide evidence of tax exempt status as defined by the Internal Revenue Service (IRS). Must be an established nonprofit organization with at least ten (10) years of demonstrated experience. If the Bidder is an individual or partnership, the individual and/or the partner, who shall be responsible for the operation of the Agreement, should have met the specified minimum qualifications. If the Bidder is a Joint Venture, then at least one (1) of the Joint Venture Partners should satisfy all of the foregoing Minimum Qualifications. A Bidder, whether a Joint Venture or otherwise, may proffer the experience of its corporate parent, sister, or subsidiary ("an affiliated company") in meeting these requirements. Must be authorized to conduct business in the State of Florida. Pursuant to Florida Statutes Section 607.0128 F.S, Proposer must attach a copy of the Certificate of Status or Authorization, and certificate evidencing compliance with the Florida Fictitious Name Statue per Florida Statutes Section 865.09, (if applicable).

The Term of the Agreement shall be five (5) years. The County reserves the right to extend the Agreement for up to one (1) additional three (3) year period at the County's sole discretion, on the same terms and conditions contained herein. Notwithstanding the proceeding, the County reserves the right to terminate this Agreement as described in the Agreement. The Successful Bidder shall not provide any other similar service as a result of this Agreement unless specifically permitted in writing by Miami-Dade Aviation Department.

The Successful Bidder agrees to pay the County a minimum Monthly Transaction Fee (MTF) of \$10,000.00. The MTF was calculated as a result of averaging five years' revenue from sales of such property. Auction revenues have averaged \$120,811.00 per year over the last five (5) Fiscal Years.

BACKGROUND:

Miami-Dade County (the "County"), as represented by the Miami-Dade Aviation Department ("MDAD"), is seeking one (1) qualified nonprofit organization to purchase and transport qualifying unclaimed items from Miami International Airport's (MIA) Lost & Found (L & F) facility on a monthly basis. The items will be purchased in their totality, at an agreed upon flat rate as defined herein. The Bidder agrees to buy all items "as is" without any sorting or culling to avoid excessive time spent handling the items on airport property. Historically, items left in Miami International Airport's common use areas by customers have

BACKGROUND cont'd:

been turned over to the Miami-Dade Aviation Department's Lost & Found facility. There, the items are inventoried, tagged and stored for release to the identified owner for thirty (30) days, as per State of Florida Statute 705.182.

Florida State Statutes now provides that these items may be sold and proceeds from such sale shall be retained by the airport for use by the airport in any lawfully authorized manner. It is the Department's wish to take advantage of this option and sell off L & F unclaimed items on a monthly basis, in their totality. The Department reserves the right to retain certain items. In addition, cash and other monetary instruments will be excluded from the lots.

The MDAD Minority Affairs Division staff has evaluated the subject project and recommends a "No Measure". There are no certified not-for-profit firms to perform these services.

If additional information is needed, please contact me at (305) 876-7221 or C. Corrales of my staff at (305) 876-7991.

Attachment: 10/6/11 E-Mail from L. Johnson, SBD

cc: A. Porter, SBD
L. Johnson, SBD
V. Walters, SBD
M. Clark-Vincent
D. Davis
P. Betancourt
C. Corrales
Project File

RECEIVED
DEPT. BUSINESS DEV.
2011 OCT 17 PM 12:32

Corrales, Caridad (Aviation)

From: Johnson, Laurie (SBD)
Sent: Thursday, October 06, 2011 12:18 PM
To: Collins, Milton (Aviation); Corrales, Caridad (Aviation)
Cc: Porter, Albert (SBD); Walters, Vivian (SBD)
Subject: FW: ITB-MDAD-02-11

Good Afternoon Cookie,

You are correct in stating that due to the audience that you are seeking bidders this project will not be considered for a measure. There are no certified non-for-profit firms to perform these services, SBD will concur with your recommendation of a "No Measure" to be placed for this Agreement. Please submit the formal request for review and recommendation memo.

Laurie Johnson
Division Manager
Sustainability, Planning & Economic Enhancement Dept. (SPEED)
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
laurie@miamidade.gov